

**PROPOSAL FOR FACSIMILE BID  
FOR THE  
UNIVERSITY OF NEW ORLEANS**

**NEW ORLEANS, LOUISIANA  
FAX # (504) 280-6297  
PHONE # (504) 280-6172**

**PROPOSAL FOR: PORTABLE STORAGE SHELVING UNITS  
DUE DATE: 11/20/2009 @ 2:00pm  
FACSIMILE BID NUMBER: BTB2127REBID**

**THIS BID IS FROM**

FILE COPY

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**CONFIDENTIAL  
TO BE PLACED IN SEALED ENVELOPE UPON RECEIPT**

## PURCHASING OFFICE

## UNIVERSITY OF NEW ORLEANS

Telephone: (504)-280-6172

Facsimile Bid Number: BTB2127REBIDClosing Date: 11/20/2009Bid Opening Time: 2:00 p.m.INVITATION, BID AND ACCEPTANCEFILE COPY  
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## INVITATION/INSTRUCTIONS

1. Facsimile bids, subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted bid closing time and then publicly opened for furnishing the items and/or services as specified.
2. YOUR BID SHOULD BE MADE ON THE ATTACHED FORM(S) AND RETURNED WITH THIS "INVITATION" BY FAX TO THE UNIVERSITY OF NEW ORLEANS PURCHASING OFFICE AT (504) 280-6297.
3. Faxed alterations to bids will be considered provided they have been received in this office prior to bid closing time.
4. Any bid received after bid closing time will not be considered.
5. ALL PRICES ARE TO BE QUOTED COMPLETE AND FOB UNO, NEW ORLEANS, LA., unless otherwise stated in specifications by the University.
6. All prices must be firm unless otherwise stated by University.
7. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
8. Unless otherwise specified all bids shall be binding for 30 calendar days from bid closing time.
9. If unable to bid, return only cover sheet marked, "No Bid" with signature in order to remain on bidder's list.
10. Telephone inquiries may be directed to Receptionist with above bid number.

Date \_\_\_\_\_

## BID

## PLEASE FILL IN ALL BLANK SPACES

In compliance with the above invitation to bid and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within \_\_\_\_\_ days from bid closing time to furnish any or all of the items (or sections) at the price set opposite each item (or section). TERMS \_\_\_\_\_ SHIPMENT WILL BE MADE FROM \_\_\_\_\_ WITHIN \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER. DELIVERY MAY BE A CONSIDERATION IN THE AWARD, APPROXIMATE SHIPPING WEIGHT \_\_\_\_\_ SHIPMENT IS TO BE FOB UNO UNLESS OTHERWISE SPECIFIED BY THE UNIVERSITY.

Bidder \_\_\_\_\_ Address \_\_\_\_\_  
Name of Firm \_\_\_\_\_ Street or P.O. Box \_\_\_\_\_  
By \_\_\_\_\_  
Signature \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_  
Title \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Typed name \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

NOTE: out of state firms that may be awarded an order as a result of this bid agree to signing a certificate stating: "I hereby certify that I have paid to the state and its political subdivisions all taxes duly assessed by the state of Louisiana and its subdivisions, including Franchise Taxes, Privilege Taxes, Sales Taxes and all other taxes for which I am liable."

**CONTRARY TERMS AND CONDITIONS, GOVERNING LAW:** Submittal of any terms and conditions in addition to or contrary to those contained within this Invitation for Bid may cause your bid to be rejected. By signing this bid, the bidder agrees that any terms and conditions which may be included in their bid are nullified and agrees this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

**AUTHORIZED SIGNATURE:** In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and the bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the University.

By signing this bid, the bidder certifies compliance with the above.

**AFFIRMATIVE ACTION AND ANTI-DISCRIMINATION CLAUSE:** You are hereby notified that, during the performance of this contract, the successful bidder (contractor or vendor) must comply with all federal, state and local laws, including those which prohibit discrimination because of race, color, national origin, religion, sex, age, disability or veteran status. See, e.g., The Civil Rights Acts of 1964, The Age Discrimination in Employment Act of 1967, The Civil Rights Act of 1968, The Education Amendment Act of 1972, The Rehabilitation Act of 1973, The Federal Energy Administration Act of 1974, The Energy Reorganization Act of 1974, The Vietnam Era Veteran's Readjustment Act of 1974, The Energy Conservation and Production Act of 1976, The Americans with Disabilities Act of 1990 and Executive Order 11246, as amended.

## **INFORMATION FOR BIDDERS AND GENERAL CONDITIONS - FACSIMILE BIDS**

**QUALITY:** Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality is measured by accepted standards of the trade, and any defects in any product may cause its rejection. WHEREVER MANUFACTURERS' TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE UNIVERSITY. THE USE OF A BRAND NAME IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. ANY BIDDER PROPOSING EQUAL PRODUCTS SHOULD SUBMIT WITH BID COMPLETE SPECIFICATIONS AND ILLUSTRATED LITERATURE INCLUDING BROCHURES AND PICTURES DEPICTING PROPOSED EQUALS. IF POSSIBLE. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED. Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by University.

**PROPOSAL:** The proposal should be submitted on the forms furnished for that purpose or on exact copies thereof. In case of an error on extension, the unit price shall prevail.

**DELIVERY OF BIDS:** The bid should be faxed to the Purchasing Office, University of New Orleans, Purchasing Dept, Bienville Hall, Room 115, 2000 Lakeshore Dr, New Orleans, LA 70148 at (504) 280-6297, where it will be placed in a sealed envelope. The cover sheet should be marked "Proposal" with the name and number of bid, time and date of bid opening, the name and address of the bidder. The enclosed cover sheet may be used. The bid must be received in the Purchasing Office not later than the time and date as shown on Invitation, Bid and Acceptance. The University reserves the right to reject any or all bids and to waive informalities.

**INTERPRETATION OF DOCUMENTS:** If any bidder contemplating submitting a bid is in doubt as to the meaning of any part of the specifications, bidder may submit a written request for interpretation. Such request must be received in the Purchasing Office no later than five (5) calendar days prior to the opening of bids. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be mailed or delivered to each person receiving a set of the documents. The University will not be responsible for any other explanation of the documents.

**AWARD:** Award will be made to the lowest, responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the Invitation for Bid.

**LOUISIANA PREFERENCE:** A preference will be given to materials, supplies and provisions produced, manufactured, assembled, grown or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the University.

**ACCEPTANCE OF PROPOSAL:** Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

**PAYMENT:** Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of the invoice, whichever is later.

**LEGISLATORS PROHIBITED:** According to LSA-R.S. 42:113(D) the University is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership or other legal entity in which the legislator or his or her spouse owns an interest, except publicly traded corporations. Each bidder shall be required to disclose whether or not it falls into any of these categories on its bid proposal form.

### **AUDITORS**

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the University's auditors shall have the option of auditing all accounts of the contractor which relate to this contract.

FACSIMILE BID NUMBER: BTB2127REBID

BID OPENING DATE: 11/20/2009

BID OPENING TIME: 2:00 P.M.

The University of New Orleans School of HRT is requesting bids for the purchase of the following storage shelving units as specified.

**Please do not strike through or make changes to this document, as this could potentially disqualify the bid. If you feel that an item needs clarification or if you need to qualify your bid in any way, please send the requested clarification or qualification to Purchasing in writing by FAX 504-280-6297 or email to TROY BACINO ([tabacino@uno.edu](mailto:tabacino@uno.edu)).**

**ALL ITEMS MUST BE NEW AND DELIVERED F.O.B. UNIVERSITY OF NEW ORLEANS, INSIDE DELIVERY, UNCRATING, SETTING IN PLACE AND REMOVAL OF ALL TRASH.**

**PREPARATION OF SPACE TO RECEIVE NEW EQUIPMENT WILL BE MADE BY UNO.**

**ANY FINAL ELECTRICAL AND MECHANICAL CONNECTIONS, IF ANY, WILL BE MADE BY UNO.**

**INSIDE DELIVERY: VENDOR IS TO PROVIDE ALL NECESSARY EQUIPMENT, TOOLS, AND LABOR TO DELIVER ITEMS FROM TRUCK TO ROOM LOCATION.**

**BID WILL BE AWARDED TO ONE OVERALL LOW BIDDER.**

PRICES MUST INCLUDE DELIVERY COST AND SET UP COST

The Purchasing Office is the sole contact point regarding specifications contained in this bid.

**UNO does not do credit card payments, prepay, or deposits. Payment terms are Net 30 days**

<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1	40 EA	METROMAX Q #MQ2448G or equal shelf each with the following minimum specifications: size 24" W x 48" L, open grid polymer with Microban antimicrobial protection, epoxy coat steel frame, wedge connectors.		
QUOTING MFG. & MODEL # _____				
BIDDER TO COMPLETE			\$ _____	\$ _____
2	66 EA	METROMAXi MX74P POST or equal, 74"H, for stationary use or with a dolly, Adjustable leveling bolts, adjusts at 1" increments, corrosion proof all polymer Construction with built in Microban antimicrobial product protection.		
QUOTING MFG. & MODEL # _____				
BIDDER TO COMPLETE			\$ _____	\$ _____

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3            40 EA        METROMAXi MX9996 or equal Intermediate "S" Hook Kit

QUOTING MFG. & MODEL # \_\_\_\_\_  
BIDDER TO COMPLETE

\$ \_\_\_\_\_ \$ \_\_\_\_\_

4            4 EA        METROMAXQ MQ2454G or equal MetroMaxQ shelf, 24"W x 54"L, open grid polymer with  
Microban antimicrobial protection, epoxy coat steel frame, wedge connectors.

QUOTING MFG. & MODEL # \_\_\_\_\_  
BIDDER TO COMPLETE

\$ \_\_\_\_\_ \$ \_\_\_\_\_

5            16EA        METROMAXQ MQ2160G or equal shelf, 21"W x 60"L, open grid polymer with  
Microban antimicrobial protection, epoxy coat steel frame, wedge connectors.

QUOTING MFG. & MODEL # \_\_\_\_\_  
BIDDER TO COMPLETE

\$ \_\_\_\_\_ \$ \_\_\_\_\_

6            2EA        METROMAXQ MQSEC56E or equal security unit, stationary, 24"W x 60"L x 66-13/16"H,  
No intermediate shelves.

QUOTING MFG. & MODEL # \_\_\_\_\_  
BIDDER TO COMPLETE

\$ \_\_\_\_\_ \$ \_\_\_\_\_

7            4EA        METROMAXQ MQ2460G or equal shelf, 24"W x 60"L, open grid polymer with  
Microban antimicrobial protection, epoxy coat steel frame, wedge connectors.

QUOTING MFG. & MODEL # \_\_\_\_\_  
BIDDER TO COMPLETE

\$ \_\_\_\_\_ \$ \_\_\_\_\_

8            2EA        METRO BOW TIE HP2248PD Dunnage Rake, 22" x 48" x 12"H, slotted, with  
Separate polymer tie for joining racks, corrosion proof polymer construction.

QUOTING MFG. & MODEL # \_\_\_\_\_  
BIDDER TO COMPLETE

\$ \_\_\_\_\_ \$ \_\_\_\_\_

BIDDERS SHOULD ENCLOSE WITH BID COMPLETE SPECIFICATIONS AND ILLUSTRATED LITERATURE IF QUOTING OTHER  
THAN SPECIFIED.

ALL MERCHANDISE MUST BE NEW AND DELIVERED F.O.B. UNIVERSITY OF NEW ORLEANS INSIDE DELIVERY.

FACSIMILE BID NUMBER: BTB2127REBID

BID OPENING DATE: 11/20/2009

BID OPENING TIME: 2:00 P.M.

EACH BIDDER IS TO DISCLOSE THE FOLLOWING INFORMATION BY ANSWERING YES OR NO TO THE FOLLOWING QUESTIONS:

1. Is the bidder a legislator or person who has been certified by the Secretary of State as elected to the Legislature? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is the bidder a spouse of a legislator? Yes \_\_\_\_\_ No \_\_\_\_\_
3. If the bidder is a corporation, partnership, or other legal entity, does a legislator or his spouse own any interest in that corporation, partnership or other legal entity? Yes \_\_\_\_\_ No \_\_\_\_\_
4. If the bidder is a corporation, is it a publicly traded corporation? Yes \_\_\_\_\_ No \_\_\_\_\_

### LOUISIANA PREFERENCES

FAILURE TO SPECIFY BELOW INFORMATION **WILL** CAUSE ELIMINATION FROM PREFERENCE.

Preferences shall not apply to service contracts.

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana of equal quality.

Do you claim this preference? Yes \_\_\_\_\_

SPECIFY ITEM NUMBER(S) \_\_\_\_\_

Specify location within Louisiana where this product is produced, manufactured, grown or assembled:

\_\_\_\_\_

Do you have a Louisiana Business workforce? YES \_\_\_\_\_ NO \_\_\_\_\_

If so do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?

YES \_\_\_\_\_ NO \_\_\_\_\_.